



## **SCDD SPONSORSHIP POLICIES AND PROCEDURES**

The California State Council on Developmental Disabilities (SCDD) supports events that promote self-advocacy, leadership and education, thereby enabling people with developmental disabilities and their family members to expand their knowledge and skills. Toward that goal, organizations may apply for Council sponsorships for events that promote consumer and family self-advocacy.

To apply for an **Agency/Organization Sponsorship** you must:

1. Submit a signed written request to the SCDD **at least 90 days** before the event. The request must include this information:
  - a. The name, date, location and description of your event/conference;
  - b. How this conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;
  - c. The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many are expected to be consumers and family members;
  - d. How you will conduct outreach to increase consumer and family involvement in the conference;
  - e. A complete and total budget, including the amount you are requesting (\$999 limit), details on the amount and sources of other funds solicited or obtained;
  - f. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
  - g. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.

2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.

Applicants should be aware of the following policies and procedures:

1. The SCDD Executive Committee is responsible for all Sponsorship decisions.
2. All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.